

**BEARSTED PARISH COUNCIL**

Minutes of the Finance Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 29<sup>th</sup> May, 2018 at 7:30pm

Present: Cllr Helen Goodwin (Chair) LATE  
Cllr Jon Hughes (Vice Chair)  
Cllr Richard Ash  
Cllr Michael Bollom  
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis.

**Reports from members of the public.**

There were no members of the public.

The meeting was opened by the Vice Chair Cllr Jon Hughes.

1. **Declarations of intention to record.**  
There were no such declarations.
2. **Apologies and absence**  
Apologies had been received and were accepted from Cllr Josie Smith and Cllr Geoff Bennett. Cllr Helena Goodwin had notified the meeting that she would be late.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
There were no such declarations.
4. **To resolve to go into closed session during item 16 and to exclude the press and public to consider HR matters. (*Admissions to Meetings*) Act 1960, *Standing Order 10 (xi)*.**  
It was agreed to go to closed session.
5. **Minutes of the last minutes.**  
The minutes of the Finance Committee meeting of 24<sup>th</sup> April, 2018 were agreed as a true record and duly signed.
6. **Matter arising from the last minutes and action points.**  
The Clerk reported that the Auditor had recommended transferring funds to appropriate accounts to keep balances below £85,000. He highlighted other banks which do not need a current account in order to open a reserve account. The Admin team will follow this up.

**ACTION: ADMIN**

**19:35hrs:** Cllr Helena Goodwin joined the meeting and took chair.

## 7. Finance

## a) Resolution to authorise payments:

The following payments were agreed for authorisation by a vote of 3 in favour and 2 abstentions

Dor-2-Dor	Leaflet distribution	£ 240.00
BJW Computers Ltd	Printer ink	£ 84.00
KCC	Stationery	£ 87.48
KCC	Stationery	£ 10.68
KALC	Planning training	£ 144.00
Madginford Hall	Contribution towards electricity charges	£ 140.94
Madginford Hall	Contribution towards maintenance of land at Madginford Hall	£ 189.30
Madginford Hall	Contribution towards gas charges	£ 223.25
Madginford Hall	Contribution towards refuse collection	£ 135.70
Madginford Hall	Contribution towards water and sewage rates	£ 82.42
Landway Surfacing Ltd	Repairs to stop cock and water meter box at the pond	£ 552.00
Chubb Fire & Security Ltd	Annual contract for Office alarm system	£ 123.55
Compute4U	Lease charges for office laptops	£ 72.00
Mail Publications Ltd	Downs Mail sponsored page May 18	£ 330.00
Krowmark	Playscheme staff uniform Tshirts	£ 302.34
HMRC	Tax & NI May 2018	£ 1,019.84
Classic Cars on The Green	Grants and Donations, minute ref: 213	£ 450.00
OPUS	Street Lighting	£ 11.64
OPUS	Street Lighting	£ 35.12
	Staff salaries	£ 2664.40
	Staff pensions	£ 36.14
<i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act 1998, and the Local Government and Housing Act 1989, s11 (Appointment and Management of Staff)</i>		

It was highlighted that the process for authorising payments needs reviewing since payments are now done electronically. It was agreed that the Clerk will populate the payment list with invoices, prior to and for approval at the Finance meeting. No further invoices will be added to the list before the Full Council meeting for final approval unless they are urgent or likely to incur a financial penalty to the council. In such cases the entries will be in a different coloured font and added to the end of the payment list.

Invoices presented should correspond in order with the payment list and where available, purchase requisitions will be attached to the invoices. The members of the committee to authorise the payments will check the invoices against the list, and when satisfied that all is in order, will initial the invoices prior to authorising the payments.

For payments that need authorising outside of usual procedure detailed above, the Clerk/Admin team will contact the Chair and Vice Chair of the Committee

respectively for authorisation, only approaching other authorised members of the committee if the Chair/Vice are not contactable.

b) **Income and Expenditure Reports:**

These had been circulated prior to the meeting and were approved. It was noted that the recent figures sent to MBC regarding the Parish Services Scheme spend for last year were incorrect and not based on the full year's figures. The Clerk will resend the form with the correct amounts.

**ACTION: CLERK**

c) **Expenditure against Budget Report:**

The reports had been circulated prior to the meeting and were approved. It was agreed that Councillors need more time before the meeting for scrutiny of the papers. The Clerk will therefore circulate the shared drive file with papers on the day that the meeting Agenda is circulated.

**ACTION: ADMIN**

d) **Balances of accounts:**

The most recent bank statements had been circulated prior to the meeting and were noted.

e) **Grants and Donations requests:** Bearsted and Thurnham Fayre have approached the Council for a donation towards their presentation evening. The enquiry was approved in principle with a vote of 4 in favour and 1 abstention. The Clerk will send an application form for completion which will be put forward for ratification at the next Full Council meeting.

**ACTION: ADMIN**

f) **Direct Debit to water supplier**

The matter was discussed and it was agreed to set up a Direct Debit. However the Committee would like the company to attend and investigate where the stop cocks and meters are for the Church Landway Allotment supply as it is not apparent.

**ACTION: ADMIN**

g) **Return of unused grant Funding to the National Lottery:**

The Clerk informed the Committee that it had been brought to her attention of an underspend from a previous grant to fund some wooden sheds at the Church Lane Allotment site in 2013. It is unclear whether the underspend was required to be returned and the Clerk is currently in discussions with the National Lottery to arrange for the return of any underspend excess.

**ACTION: CLERK**

**8. Tenders, quotes and processes**

The Clerk asked for clarification of guidelines for quotes and tenders. It was suggested that quotes are invited for spend of up to £5,000. Anticipated spends in excess of £5,000 should be strictly by sealed tender in accordance with Financial Regulations. The EU Contract Finder will be used in accordance with regulations for larger spends.

The Assistant Clerk will devise a Tender brief pro-forma to be used with closed bids.

**ACTION: ASSISTANT CLERK**

**9. Parish Council Rates**

Correspondence had been received from Goodman Nash to reduce the Parish Council Rates. The Committee had considered the literature and felt it appropriate by unanimous vote to employ the services of the company who will not charge unless they are successful in reducing the rates. The Clerk will liaise.

**ACTION: CLERK**

- 10. Update Standing Orders in line with new model from NALC**  
This matter is ongoing and Cllr Ash will liaise with the Clerk to prepare a draft document for approval at the next Finance meeting.  
**ACTION: CLLR R ASH**
- 11. Rialtas Business Solutions**  
The Clerk produced some information that had previously been gathered for a new change of Finance package for the Council. Following a brief discussion, it was agreed to approach for an up to date quote and to pass the specification of the package to the Finance support to approve and to defer the item to the next Finance Meeting.  
**ACTION: CLERK**
- 12. Correspondence**  
There was no correspondence to discuss.
- 13. Future Agenda Items**  
Standing Orders  
Rialtas Business Solutions  
Lottery funding update
- 14. Downs Mail**  
There were no items to be featured that had not already been highlighted.
- 15. Next Meeting**  
The next date of the Finance Committee meeting will be Tuesday 3<sup>rd</sup> July, 2018.

**19:12hrs The meeting moved to closed session for item 16 to discuss HR issues. The Clerk left the meeting.**

**Signed..... Date.....**